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KIRTLAND AIR FORCE BASE**

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**KIRTLAND AIR FORCE BASE
Supplement**

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Civil Engineering

HAZARDOUS MATERIALS MANAGEMENT



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(D. Brent Wilson, PE)

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AFI 32-7086 AFMCSUP, *Hazardous Materials Management*, 10 April 2006 is supplemented with local processes and requirements to meet Air Force objectives in the management of hazardous materials as follows. Supplemental information includes zone definitions; long term and short term contractor HAZMAT process definitions; and, other hazardous materials business practices as defined by the Installation Hazardous Materials Management Process Team (IHMMPT). It applies to all individuals and organizations that procure, maintain, store, use and dispose of hazardous materials (HAZMAT) on Kirtland Air Force Base (KAFB). This publication applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; Route AF Form 847's from the field through the appropriate functional's chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

1.3.1. (Added) HAZMAT Zone.

1.3.1.1. (Added) The term HAZMAT zone is typically defined as a specific location where personnel perform work. Location may be outdoors, indoors, or a combination of both, and may encompass administrative, industrial, or any installation activity where health hazards including

hazardous materials have been identified. The term zone is typically synonymous with work area, work center, shop or laboratory. For Bioenvironmental Engineering (377 AMDS/SGPB), the term zone also translates to a Personal Exposure Group (PEG).

1.3.1.2. (Added) HAZMAT zone assignment is accomplished through 377 AMDS/SGPB. Buildings may have multiple zones depending on functional areas within the building. Some HAZMAT zones may have multiple work areas and/or transportable hazardous materials due to responsibilities encompassing multiple work locations across the installation. These HAZMAT zones are exceptions.

1.3.1.3. (Added) HAZMAT zone relocation must be coordinated with all material approving authorities (377 AMDS/SGPB, Ground Safety Office (377 ABW/SEG) and Environmental Management Compliance, Hazardous Materials Section (377 MSG/CEANC)) prior to moving any hazardous materials from the original assigned location. This requirement ensures the Hazardous Materials Management System (HMMS) is updated with proper building locations for all hazardous materials on the installation.

1.3.1.4. (Added) HAZMAT zones cannot be consolidated without proper authorizations from all material approving authorities. Materials must be authorized in the newly established or consolidated zone prior to activation for hazardous materials use.

1.3.1.5. (Added) HAZMAT zones cannot be deactivated without authorization from all material approving authorities, and all hazardous materials must be transferred to other authorized zones or turned in as waste through the HAZMAT tracking system for proper disposal. Material transfers shall be coordinated through the 377 MSG/CEANC. In addition, the organization that initially requested the zone be established, by contacting the 377 AMDS/SGPB, along with the proponent's organizational Safety office, must concur that the zone can be deactivated.

1.3.1.6. (Added) Hazardous materials must be authorized for use in each HAZMAT zone within each identified location where they will be used. They may not be freely transported from one HAZMAT zone to another without having prior authorization for the specific material being transported.

1.3.2. (Added) Contractors.

1.3.2.1. (Added) "Long-Term Contractor" for HAZMAT purposes is a contractor who is performing under a multi-year option contract for the government while working on KAFB. Long term contractors will follow the same rules for HAZMAT as regular Air Force units via proper authorizations, procurement practices and ultimate disposal or consumption of materials.

1.3.2.2. (Added) "Short Term Contractor" for HAZMAT purposes is a contractor performing under one contract period, for one or more job sites with no option years available. KAFB units include both Department of Defense (DOD) and non-DOD mission partners at the installation, with the exception of Department of Energy (DOE) organizations. Contractors will submit a letter to their contracting officer listing all hazardous materials they will be using, quantities of each HAZMAT to be used and copies of Manufacturers Material Safety Data Sheets (MSDS) for each HAZMAT used. The Contracting Officer will forward package to 377 MSG/CEANC, Environmental Management Compliance Hazardous Materials Section for approval and logging.

2.3.1.1. On KAFB, the hazardous materials HAZMART is a "virtual" decentralized function. The Hazardous Materials Management office within the 377 MSG/CEANC function is the focal

point for authorizations and requests to purchase HAZMAT. The 377th Logistics Readiness Squadron, Base Supply Central Receiving Office (377 LRS/LGRCDC) and the 377 Civil Engineering Base Maintenance Contractor's Central Receiving are the only two issue points for HAZMAT on KAFB.

2.3.2. Material must be received into the standardized Air Force HAZMAT tracking system to initiate tracking on the installation. A bar-coded label is affixed to each authorized item. Only properly labeled HAZMAT will be delivered to zones authorized to possess the HAZMAT. Labels for HAZMAT procured through GPC or contractor purchase order will receive bar-code labels from either central receiving or the Hazardous Materials Management Office.

2.3.3. HAZMAT zones and long term contractors operating on KAFB will process HAZMAT requests through the standardized Air Force HAZMAT tracking system.

2.4.9. KAFB requires tracking by bar-coded label with serial numbers attached to the HAZMAT.

2.4.9.1. (Added) When an individual HAZMAT container is empty, that container's bar-coded HAZMAT label is to be physically removed from the container. Within the HAZMAT tracking system, the serial number for the HAZMAT container will be reflected as emptied, wasted or 'otherwise accounted for' so that quantity of material is zeroed.

2.4.13. HAZMAT personnel and Unit Environmental Coordinators will make every attempt to find a National Stock Number (NSN) for any HAZMAT to be procured before contacting the HAZMART for assistance. This will include searching the HAZMAT tracking data base and researching Federal Logistics Data (FED LOG) Program. If no NSN can be found, a Local Stock Number (LSN) will be assigned.

2.5.3.1.1. KAFB does not use blanket authorizations for HAZMAT. The KAFB HAZMART does maintain an approved listing of materials that are exempt from HAZMAT authorization procedures.

2.5.3.1.2. For materials not already loaded into the HAZMAT tracking system, the most current (MSDS) must be provided to the HAZMART. MSDS must be manufacturer-specific and provided in Portable Document Format (PDF) and attached to the standardized Air Force HAZMAT tracking system MSDS. In the case where an older HAZMAT on the installation requires retroactive authorization, the MSDS for that material must closely match the material's manufacture date; the most current MSDS may not be appropriate. Occupational Safety and Health Administration (OSHA) requires that the MSDS match the material on hand.

2.5.3.1.4. Page from requiring document (Technical Order; Owner's Manual; Shop Directives, etc.) will be added as a PDF and attached along with the Manufacturer's MSDS to the standardized Air Force HAZMAT tracking system MSDS. Prior to inserting the requiring document PDF, write the respective zone number on the requiring document for easy identification of material with multiple zone users.

2.5.3.1.10. (Added) The IHMMPT must review all HAZMAT used on KAFB. This will be accomplished through the HAZMAT authorization process. An authorization will be required for all HAZMAT with Hazard Codes "9" or "M". The 377 AMDS/SGPB representatives to the IHMMPT will assign hazard codes for HAZMAT.

2.5.3.4. HAZMAT zones will be required to have an authorization for a HAZMAT before it is ordered, received, stocked, or stored on KAFB. This also applies to long term contractors operating on KAFB.

2.5.3.7.1. (Added) All AF Form 3952's will expire after the following periods as developed by the HMMPT:

2.5.3.7.1.

1. (Added) Technical Order/Manufacturer's Manual Requirements authorizations will be valid for a period of four years.

2.5.3.7.1.

2. (Added) Non-Technical Order, Laboratory, and facility maintenance approved authorizations will be valid for a period of three years.

2.5.3.7.1.

3. (Added) Materials containing OSHA Table Z ingredients (Limits for Air Contaminates) will be authorized for two years.

2.5.3.7.1.

4. (Added) Self-Help project materials will be authorized for one year.

2.5.3.7.1.5. (Added) All Class 1 Ozone Depleting Substance's must be re-authorized for each purchase.

2.6.4. (Added) Units Deploying to KAFB for Contingency Exercises (All Services)

2.6.4.1. (Added) Units deployed to KAFB shall identify all HAZMAT to be used at KAFB during their deployment/training exercises. In this identification, please supply the following: NSN; noun; amount being brought to KAFB; and hazardous waste disposal coordination, or plan for removing unused materials from KAFB upon completion of mission.

2.6.4.2. (Added) All units deploying to KAFB shall establish a Memorandum of Understanding (MOU) between themselves and their local host. This agreement must address purchasing of new/replacement HAZMAT while at KAFB and disposal arrangements for any hazardous waste generated by the unit while deployed to KAFB.

2.6.4.3. (Added) Deployed team chief shall ensure all deployed personnel are briefed on and follow the procedures KAFB uses for the management of HAZMAT prescribed by this supplement and Air Force Instructions.

2.6.4.4. (Added) All HAZMAT remaining from the deployment will be handled, if specified in SOP, by the Host and the deployment Point of Contact prior to departure of the deployed unit. This would include shipment of unused materials to home station or transfer of unused materials to an authorized zone provided there is agreement between the host and deployed unit, and the on-hand quantities of the receiving zone are not exceeded.

2.6.4.5. (Added) The 377 MSG/CEANC will be notified by deployed team chief when the deployment is completed. The deployed team chief or host organization will ensure all HAZMAT has been removed or properly transferred for re-use by host unit. If transferred for

re-use, host unit must ensure material is authorized and properly accounted for in approved Air Force HAZMAT tracking system and that material is properly labeled.

2.10.1.6.1. (Added) All GPC and contractor-owned credit card purchases must be approved and inserted into standardized Air Force HAZMAT tracking system prior to purchase. Card holders, both government and contractor, can be held accountable for purchasing HAZMAT without proper authorization. Government GPC holders receive hazardous materials purchasing training when issued their card and when attending refresher courses.

2.10.1.8.1. (Added) All HAZMAT requisitions will be processed through standard Air Force HAZMAT tracking system, regardless of requisition method. AF Form 2005, *Issue/Turn-in Request*, is not accepted by base supply or Hazardous Materials Management office when ordering hazardous materials.

2.10.7.14.3. (Added) All users of standardized Air Force HAZMAT tracking system will have a valid DD Form 2875, *System Authorization Access Request* on file with the Hazardous Materials Management office. Log-on and passwords will be issued through the Hazardous Materials Management office and shall not be shared.

2.10.12.10. (Added) Inform the Hazardous Materials Management Office and 377 AMDS/SGPB Bioenvironmental Engineering of reorganizations or changes in shop functions/titles in order to maintain current data within the Air Force HAZMAT tracking system.

2.11.5. Additional KAFB Requirements:

2.11.5.1. (Added) Individuals will ensure their account is deactivated within the Standardized Air Force HAZMAT tracking system by contacting the Hazardous Materials Management Office prior to Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), separation, retirement or discharge.

2.11.5.2. (Added) HAZMAT representative should report all HAZMAT that is about to expire to Base Supply Central Receiving (377 LRS/LGRCDCH) for possible update of shelf-life. Only 377 LRS/LGRCDCH can coordinate extending shelf-life. If HAZMAT shelf-life data cannot be extended, contact Hazardous Waste Management office (377 MSG/CEANC) for proper disposal instructions.

DAVID J. HORNYAK, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Air Force Manual (AFMAN) 33-363, *Management of Records*

Prescribed Forms

None

Abbreviations and Acronyms

ABW/SEG—Air Base Wing Ground Safety Office

AMDS/SGPB—Bioenvironmental Engineering

MSG/CEANC—Environmental Management Compliance, Hazardous Materials Section

Adopted Forms

AF Form 2005, Issue/Turn—*In Request*

DD Form 2875, *System Authorization Access Request*

AF Form 847, *Recommendation for Change of Publication*

377 LRS/

LGRCDCH—Base Supply Central Receiving Office

DOE—Department of Energy

FED LOG—Federal Logistics Data Program

IHMMPT—Installation Hazardous Materials Management Process Team

KAFB—Kirtland Air Force Base

OSHA Table Z-1—Limits for Air Contaminants, published 71 FR 10373, Feb. 28, 2006

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PDF—Portable Document Format

PEG—Personal Exposure Group

SAAR—System Authorization Access Request

Terms—Hazard Code 9 - Represents all hazardous materials and is directly tied to the Standard Base Supply System (SBSS) Issue Exception Code (IEX) 9.

Hazard Code "M"—Materials are ozone depleting substances and must also be licensed in the system.

Virtual HAZMART— There is no centralized HAZMART. All offices are connected via internet and HMMS tracking system. Users must have access to internet and USAF approved HAZMAT tracking system.